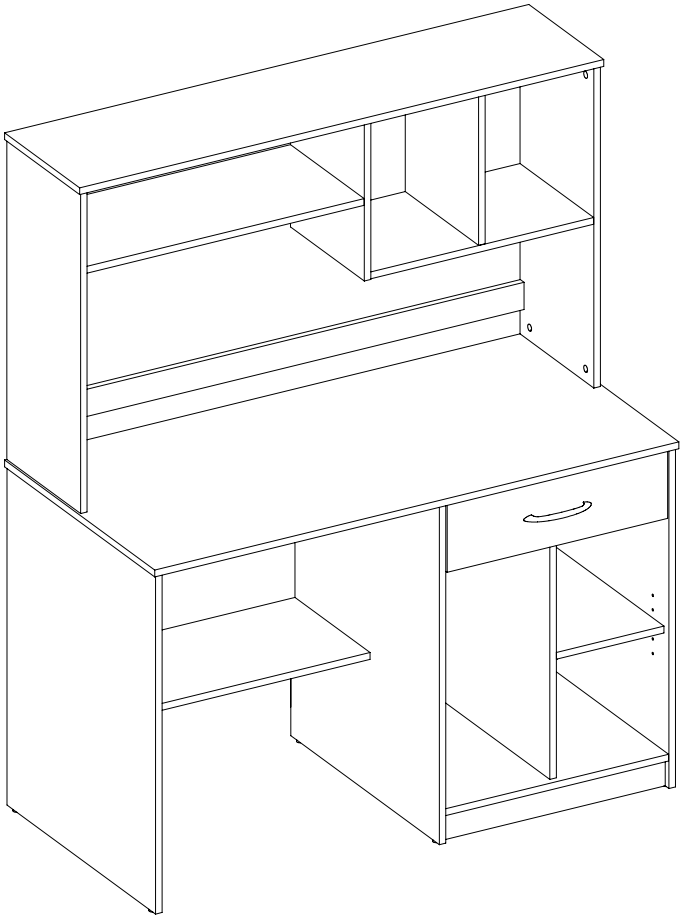
WHALEN®

LOT NUMBER:_____
DATE PURCHASED:__/__/___

Brooklyn Work Center
Model # SPCA-BWC



ADULT ASSEMBLY REQUIRED DUE TO THE PRESENCE OF SMALL PARTS, SHARP POINTS, SHARP EDGES AS RECEIVED. 2 PEOPLE RECOMMENDED.

If you have any questions regarding assembly or if parts are missing, DO NOT return this item to the store where it was purchased. Please call our toll-free customer service number and have your instructions and parts list ready to provide the model name, part name or factory number:

1-866-942-5362
Pacific Standard Time: 8:30 a.m. - 4:30 p.m., Monday - Friday
Or visit our web site 24 hours a day, 7 days a week for product assistance at
www.whalenfurniture.com
Or e-mail your request to **parts@whalenfurniture.com**

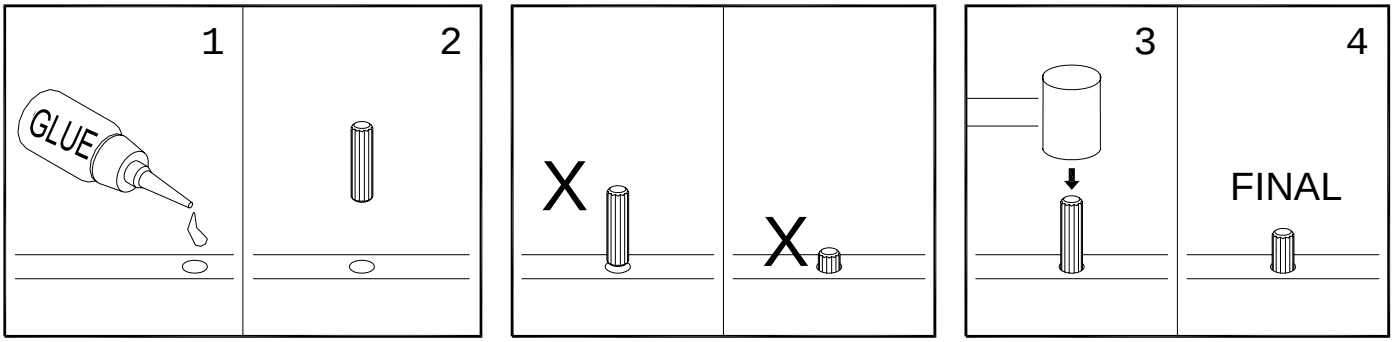
THIS INSTRUCTION BOOKLET CONTAINS **IMPORTANT** SAFETY INFORMATION.
PLEASE READ AND KEEP FOR FUTURE REFERENCE.

Important

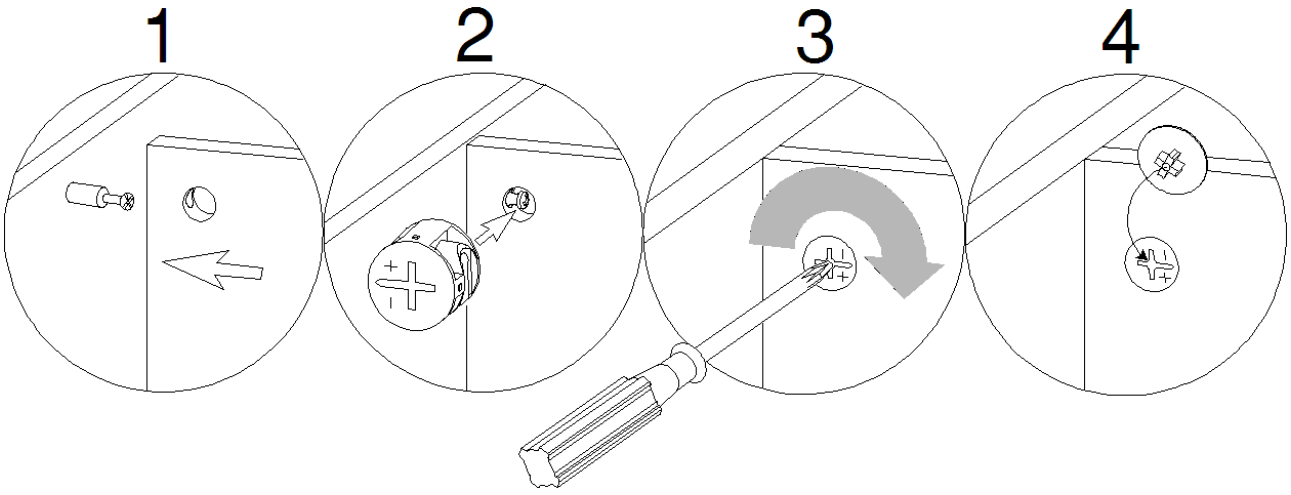
Before you begin: Open, identify and count all parts prior to assembly. Lay out parts on a flat and non-abrasive surface. You will need the parts identified on page 4 and 5 of this instruction manual.

NOTE: IT IS VERY IMPORTANT TO USE GLUE WITH DOWELS. EXCESS GLUE CAN BE WIPED OFF WITH DAMP CLOTH.

Insert Dowel at least half way by tapping lightly with a rubber mallet, IF NECESSARY.



CAM LOCK SYSTEM OPERATION



HOW THE KNOCK DOWN (KD) ASSEMBLY SYSTEM WORKS

1. Screw the Cam Bolt into the threaded inserts on the panel. Connect both panels together; making sure Cam Bolt goes into the pre-drilled hole on the end of panel for Cam Lock.
2. Insert the Cam Lock into the pre-drilled large hole on the panel. Make sure the arrow on the face of Cam Lock faces out and points towards Cam Bolt.
3. Take a Phillips screwdriver and rotate the Cam Lock clockwise to lock the Cam Bolt in place.
4. Plug the Cam Lock Cover into the cross slot of the Cam Lock to conceal the Cam.

You are now ready to assemble the KD unit.

4-Port USB Desktop Hub User Guide

Please read this user guide before installing and using your integrated desktop hub.

INTRODUCTION

The integrated 4-Port USB 2.0 Desktop Hub offers 480 Mbps high transmission rate and can connect up to three devices, such as a digital camera, MP3 player, cell phone or wireless mouse. With plug-and-play capability, you can add a device without restarting your computer.

INSTALLATION

The hub installs automatically. If necessary, follow the onscreen instructions to complete installation. Once the default drivers are installed, the red LED status indicator light will glow and you can connect devices to the hub.

NOTES

- To reach USB 2.0 high speed, your computer or host adapter card must support USB 2.0. This hub is also backwards compatible with USB 1.1.
- When using the hub with a computer that has a version 1.1 USB interface, all of the devices attached to the hub will run at USB 1.1 speed.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This Class B digital apparatus complies with Canadian ICES-003.

SYSTEM REQUIRMENTS

- Windows® 98SE/ME/2000/XP/Vista /7
- Pentium 233 MHz or higher
- At least 64 MB RAM
- Available USB port
- Mac OS 9 or later for USB 1.1 mode
- Mac OS X or later for USB 2.0 mode

WARNINGS

! Your hub automatically shuts off any port with a low or excessive current.

! If USB Hub Current Limit Exceeded appears on your screen, disconnect the affected USB device, click Reset on the screen, and reconnect the device.

! If one of your hub ports is disabled, but USB Hub Current Limit Exceeded does not appear:
- Disconnect and reconnect the affected device.
- If the port still does not work, disconnect the hub and the device, and then reconnect.

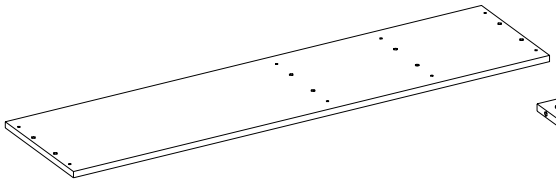
! Keep your desktop hub dry; if it gets wet, wipe it dry immediately.

! Do not modify or tamper with your desktop hub's internal components. It may cause a malfunction and invalidate its warranty.

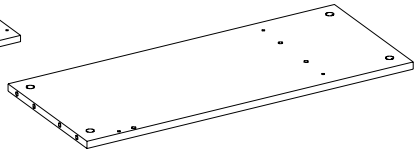
! Modifications not approved by the party responsible for compliance could void user's authority to operate the equipment.

Parts and Hardware List

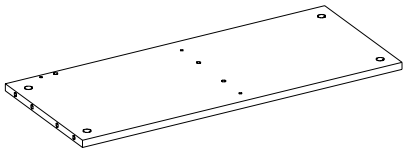
Please read completely through the instructions and verify that all listed parts and hardware are present before beginning assembly.



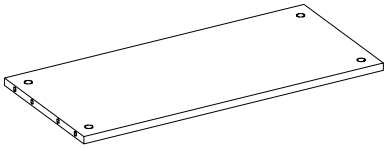
A- Hutch Top Panel (1)



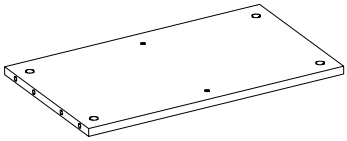
B- Hutch Left Side Panel (1)



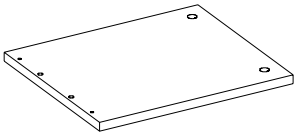
C- Hutch Right Side Panel (1)



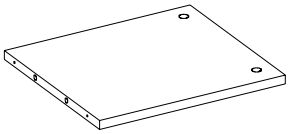
D- Hutch Large Fixed Shelf (1)



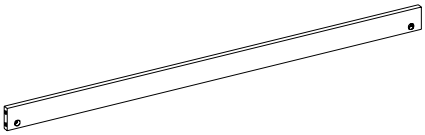
E- Hutch Small Fixed Shelf (1)



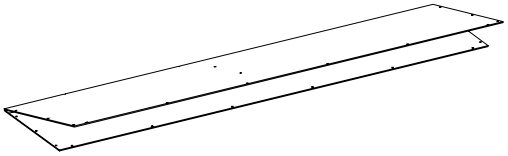
F- Hutch Large Partition Panel (1)



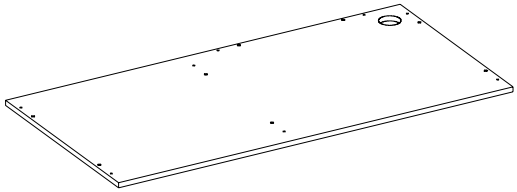
G- Hutch Small Partition Panel (1)



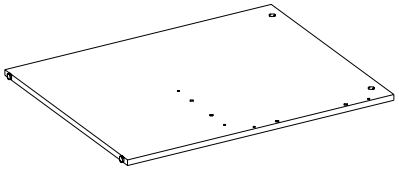
H- Hutch Back Stretcher (1)



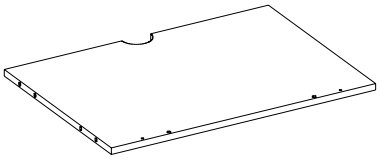
I- Hutch Back Panel (1)



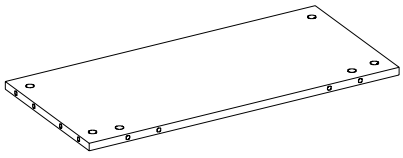
J- Desk Top (1)



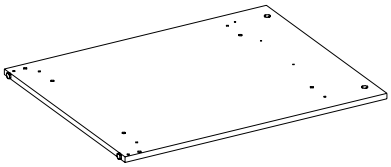
K- Desk Left Side Panel (1)



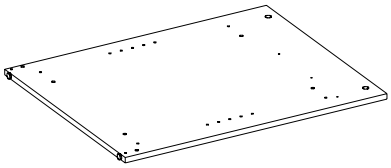
L- Desk Modesty Panel (1)



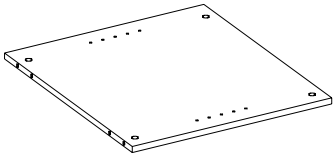
M- Desk Small Fixed Shelf (1)



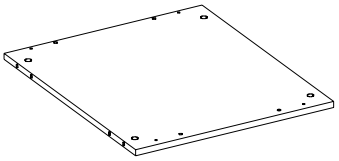
N- Desk Large Partition Panel (1)



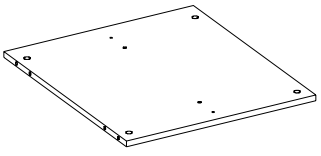
O- Desk Right Side Panel (1)



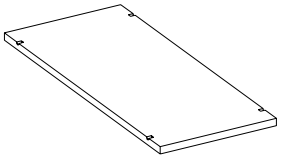
P- Desk Small Partition Panel (1)



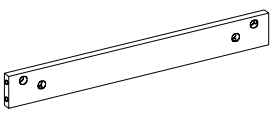
Q- Desk Bottom Panel (1)



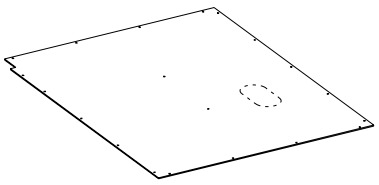
R- Desk Large Fixed Shelf (1)



S- Adjustable Shelf (1)



T- Desk Bottom Stretcher (2)

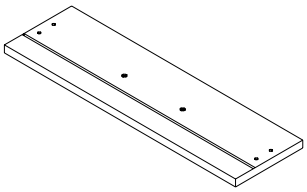


U- Desk Back Panel (1)

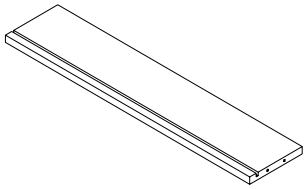
Please call for replacement parts or assistance: **1-866-942-5362**

Parts and Hardware List

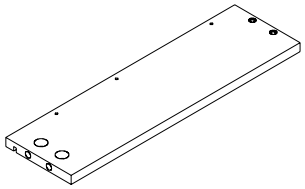
Please read completely through the instructions and verify that all listed parts and hardware are present before beginning assembly.



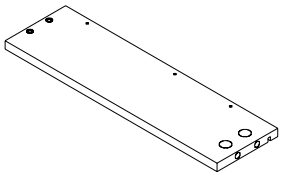
V- Utility Drawer Front (1)



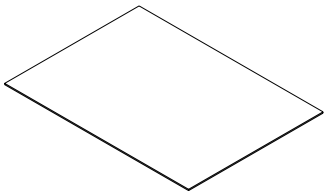
W- Utility Drawer Back Panel (1)



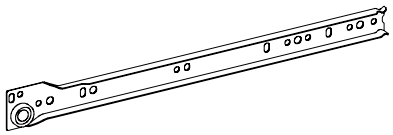
X- Utility Drawer Left Side (1)



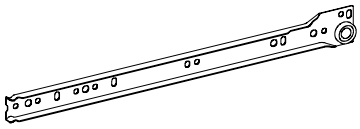
Y- Utility Drawer Right Side (1)



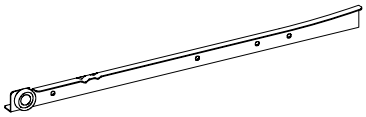
Z- Utility Drawer Bottom Panel (1)



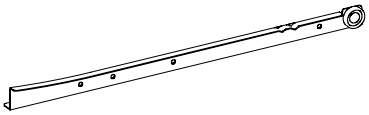
CL- Left Slide Track (1)



CR- Right Slide Track (1)



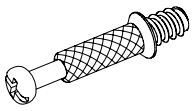
DL- Left Slide Runner (1)



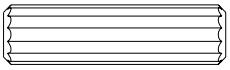
DR- Right Slide Runner (1)

(1) Small Cam Lock
(4+1 extra)

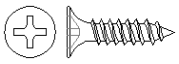
(2) Large Cam Lock
(60+2 extra)



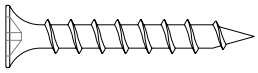
(3) Cam Bolt
(64+2 extra)



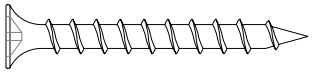
(4) M8 x 30 mm Wood Dowel
(62+2 extra)



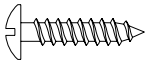
(5) #6 x 1/2” Screw
(12+1 extra)



(6) #8 x 1-1/4” Screw
(4+1 extra)

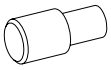


(7) #8 x 1-1/2” Screw
(2+1 extra)

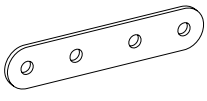


(8) #6 x 5/8” Screw
(36+1 extra)

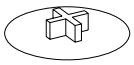
(9) 3/4” Ring Shank Nail
(20+1 extra)



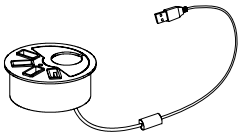
(10) Shelf Pin
(4+1 extra)



(11) Metal Bracket
(2)

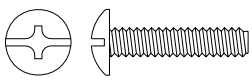


(12) Cam Lock Cover
(26+1 extra)

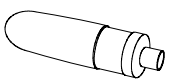


(13) USB Hub
(1)

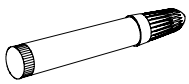
(14) Handle (1)



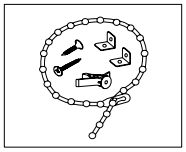
(15) Handle Bolt (2)



Glue (1)



Touch-up Pen (1)



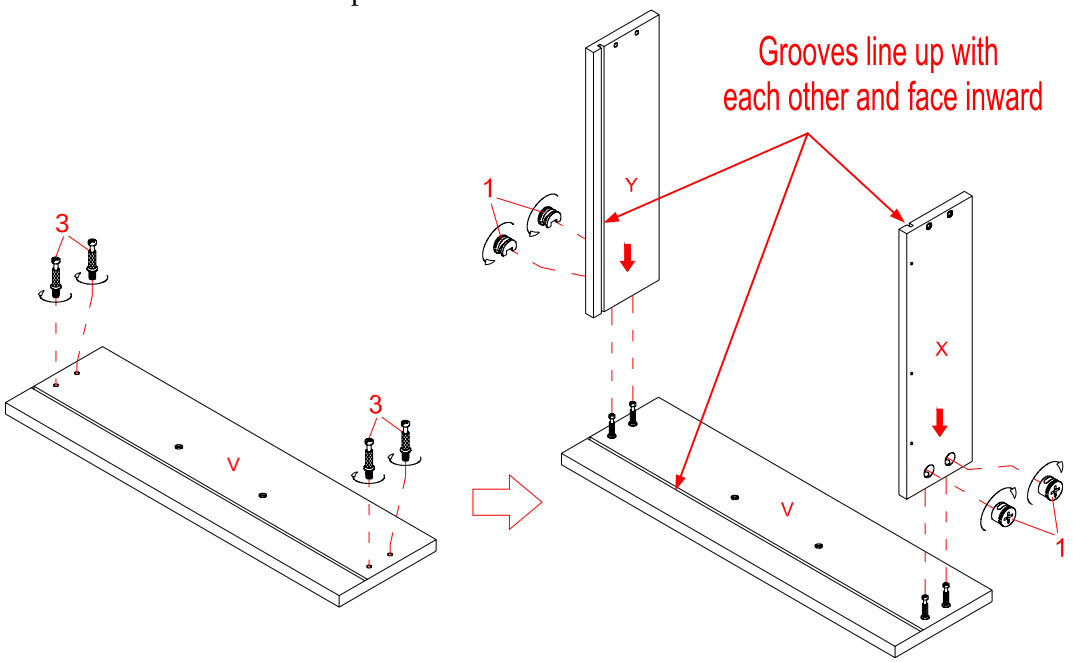
Tipping Restraint Hardware Kit (2)
(Inside Plastic Bag)

Tools required: Phillips screwdriver (not provided).

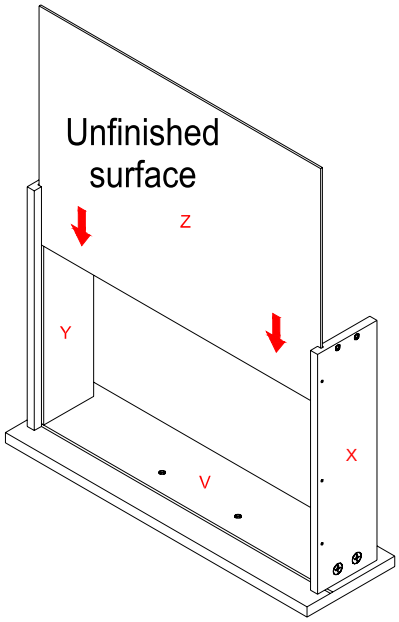
Please call for replacement parts or assistance: **1-866-942-5362**

Utility Drawer Assembling

1. Unpack the unit and confirm that you have all the hardware and required parts. Assembly the unit on a carpeted floor or the empty carton to avoid any scratch.
2. Securely screw 4 Cam Bolts (3) into the designated small holes on the Drawer Front (V), as shown in the illustration.
3. Attach the Drawer Left and Right Side Panels (X and Y) to the Drawer Front (V) by engaging four Small Cam Locks (1) (Refer to page 2 on Cam Lock system operation supplement). Make sure that the grooves face inward and line up with each other.

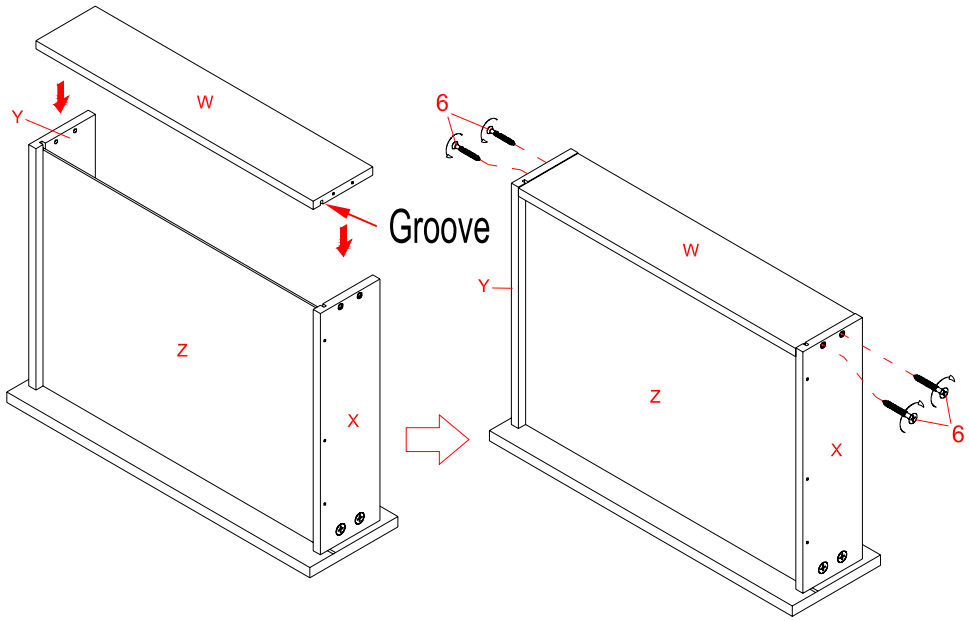


4. Slide the Drawer Bottom Panel (Z) into the grooves between the Drawer Side Panels (X and Y) until fully inserted into the Drawer Front (V). Make sure the finished surface will face up. As shown.



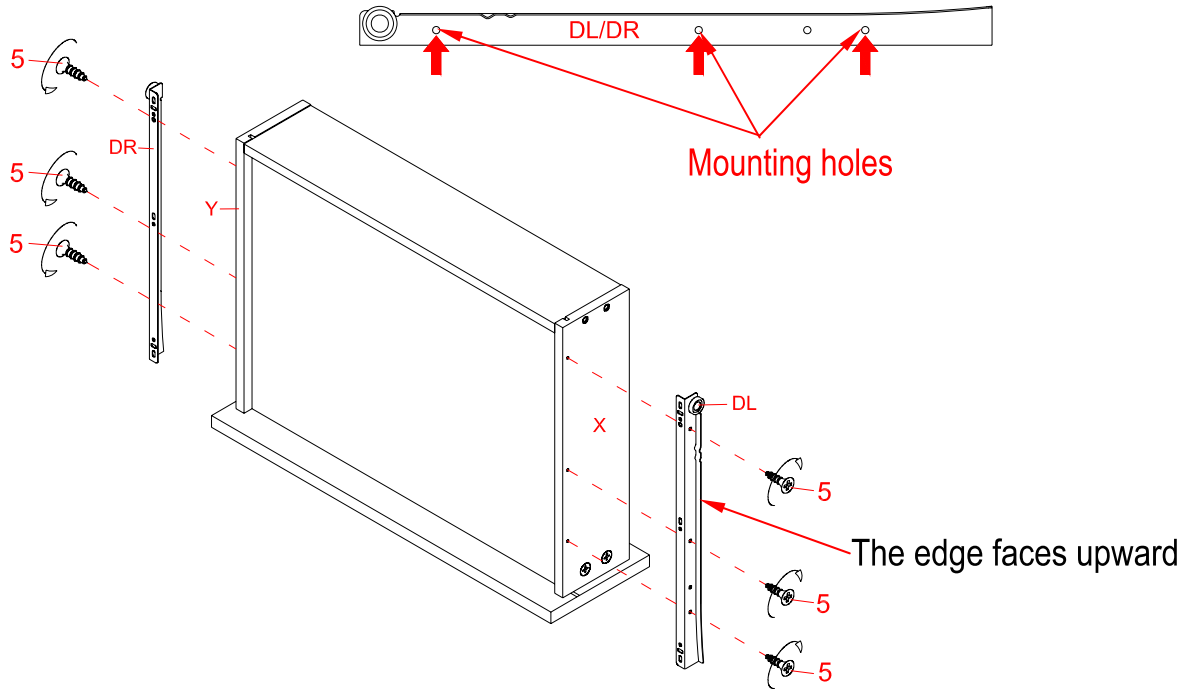
Utility Drawer Assembling

5. Fasten the Drawer Back Panel (W) to the Drawer Side Panels (X and Y) using four 1-1/4” Screws (6). Make sure that the Drawer Bottom Panel (Z) fits securely into the groove of the Drawer Back Panel (W). Tighten all the screws with a Phillips screwdriver.



6. Using the pilot holes as a guide, align and attach the Left Slide Runner (DL) to the Drawer Left Side Panel (X) using three 1/2” Screws (5). Make sure that the roller end of Slide Runner faces backward. Tightly fasten with a Phillips screwdriver.

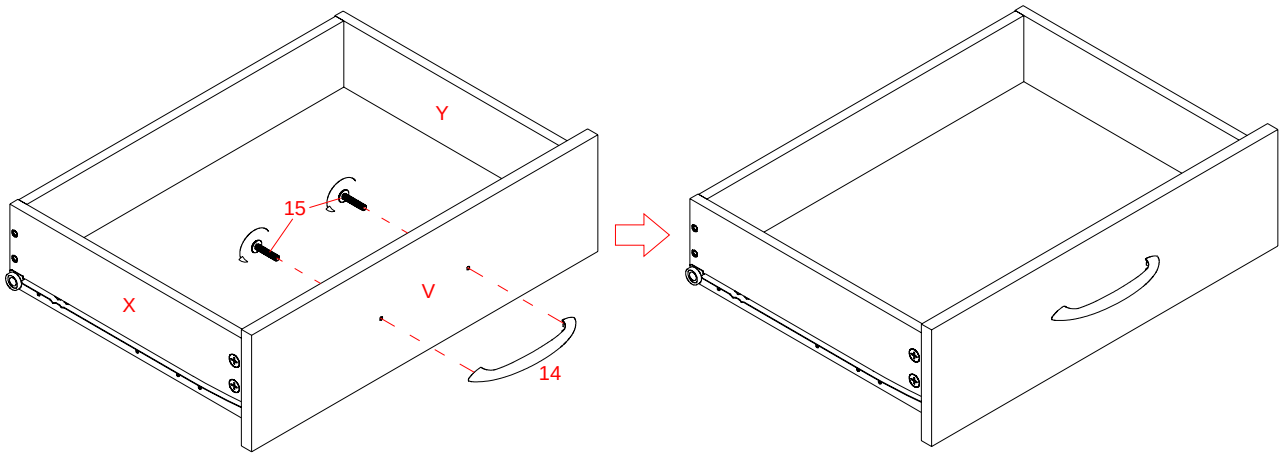
7. Repeat last step to attach the Right Slide Runner (DR) to Drawer Right Side Panel (Y).



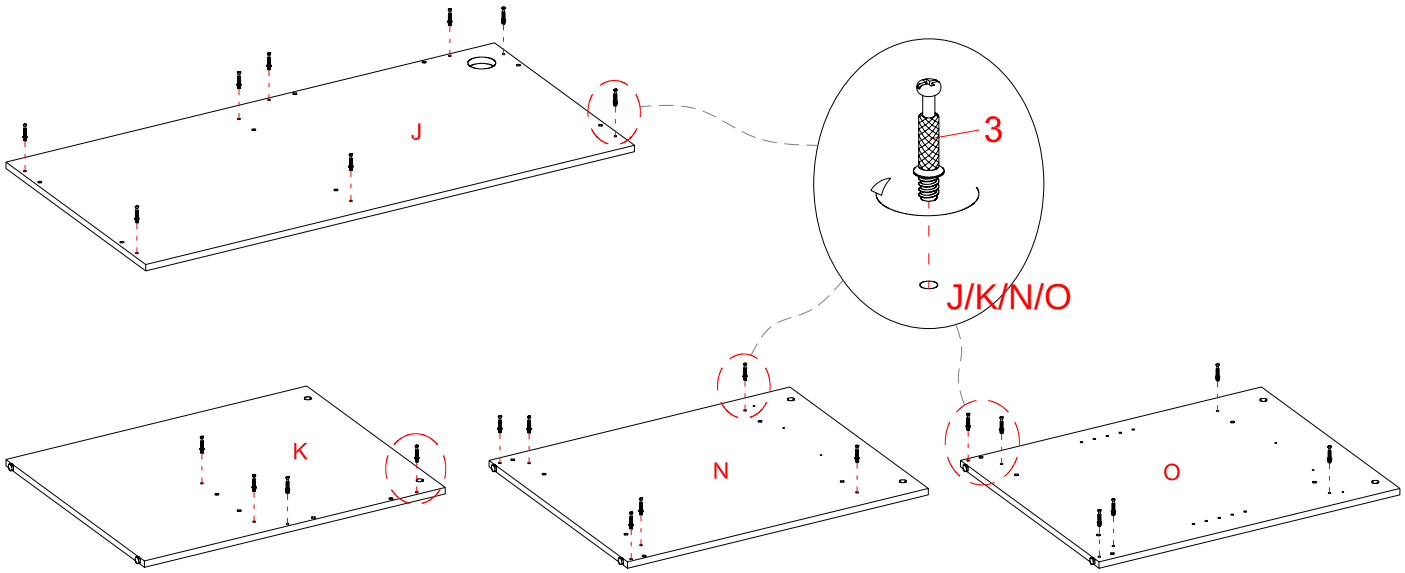
Assembly Instructions

8. Turn the assembled drawer upright.

9. Attach the Handle (14) to the outside of the Drawer Front (V) with two provided Handle Bolts (15).

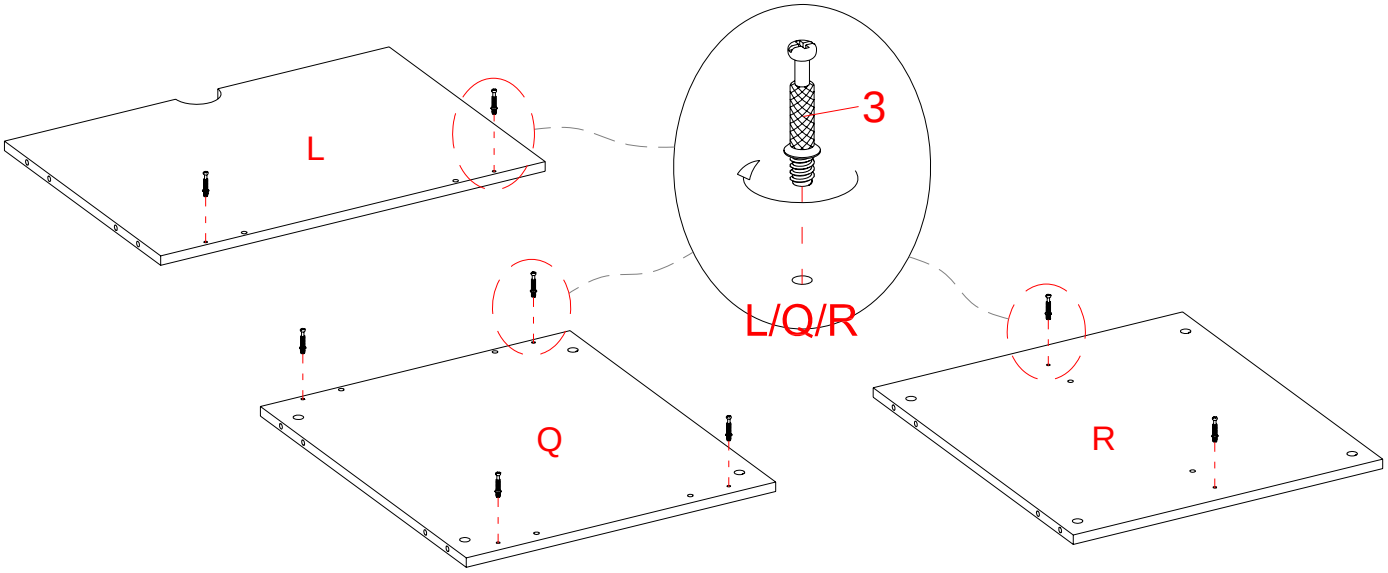


10. Locate the Desk Top (J), the Desk Left Side Panel (K), the Desk Large Partition Panel (N) and the Desk Right Side Panel (O) and securely screw the Cam Bolts (3) into the designated small holes, as shown in the illustration.



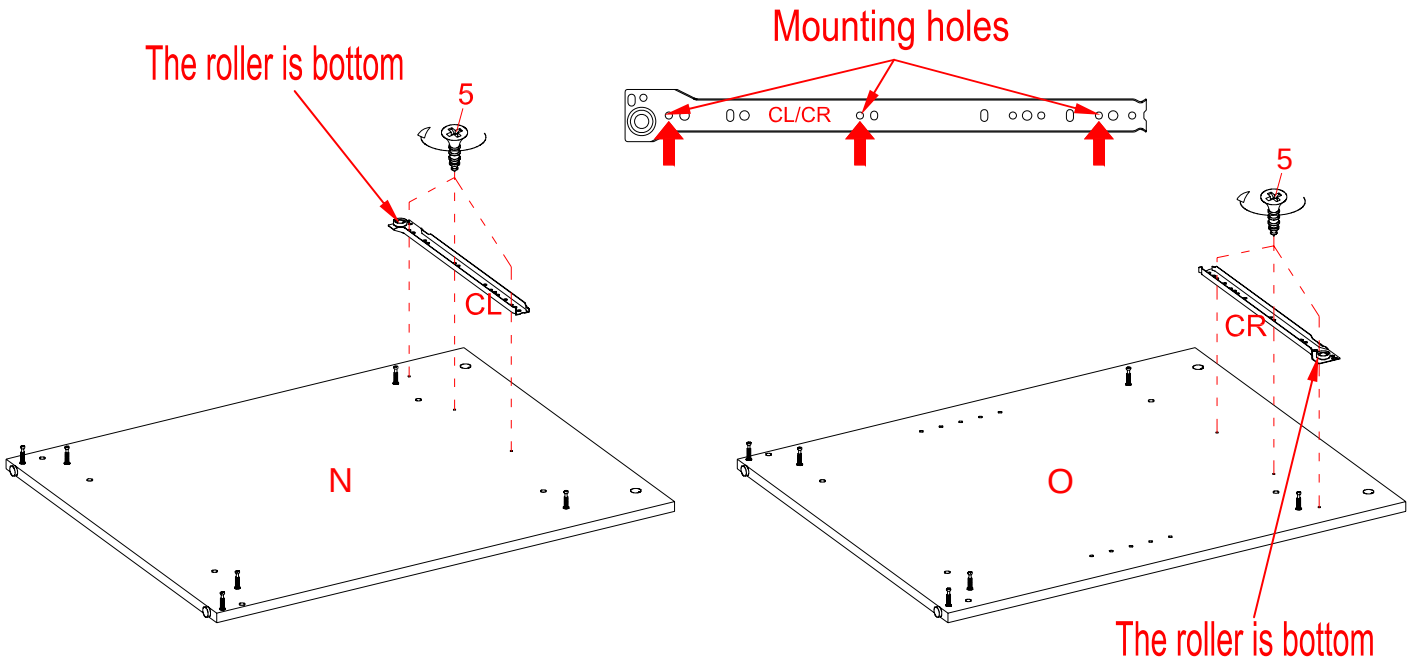
Desk Assembling

11. Locate the Desk Modesty Panel (L), Desk Bottom Panel (Q) and the Desk Large Fixed Shelf (R) and securely screw the Cam Bolts (3) into the designated small holes, as shown in the illustration.



12. With the pilot holes as a guide, align and attach the Left Slide Track (CL) to the Desk Large Partition Panel (N) using three 1/2" Screws (5) through the small holes on the track and screw into place. Make sure that the roller end of Slide Track is against the front edge. Tightly fasten with a Phillips screwdriver.

13. Repeat last step to attach the Right Slide Track (CR) to the Desk Right Side Panel (O).

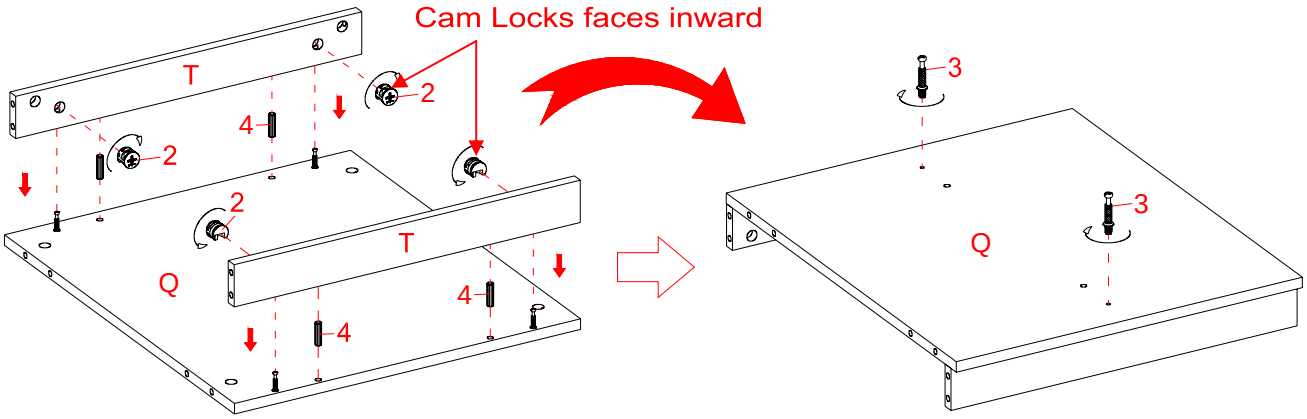


Desk Assembling

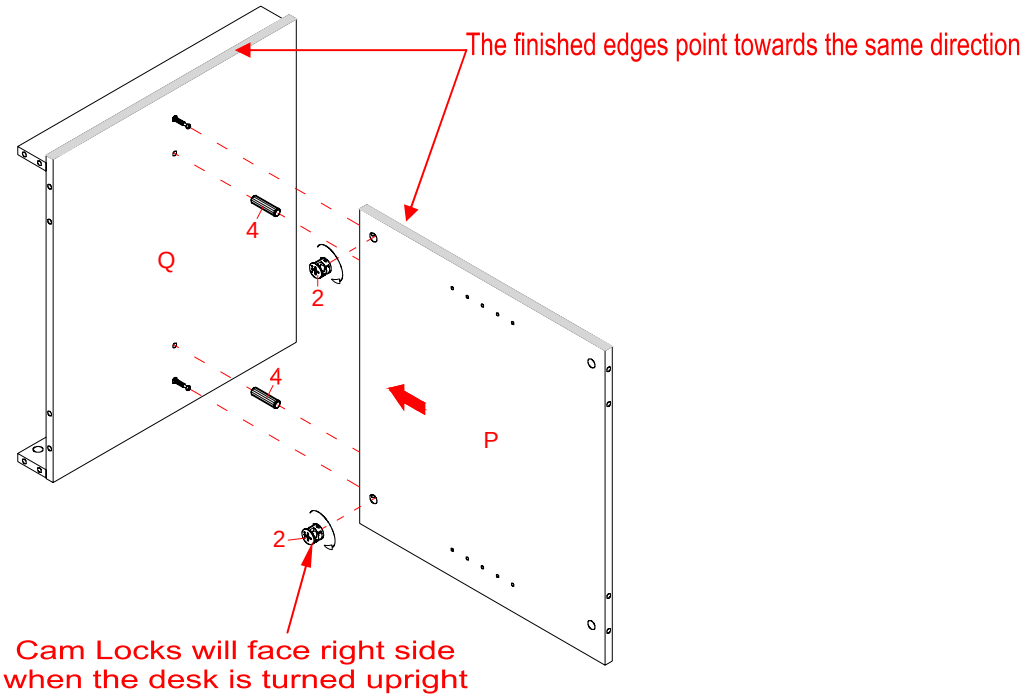
14. Insert two Wood Dowels (4) into the inner end holes of each Desk Bottom Stretchers (T). Tap in with a rubber mallet if necessary. Make sure that you use a small amount of glue with both ends of all dowels. **NOTE**: It is very important to use a small amount of glue on both ends of dowels.

15. Align the drilled holes on the Desk Bottom Panel (Q) with the inserted Wood Dowels (4) on the Bottom Stretchers (T), and then press them together. Make sure that the Cam Lock holes face inward. Secure the Bottom Stretchers (T) in place by engaging two Large Cam Locks (2) in each..

16. Turn the assembled unit upright. Securely screw two Cam Bolts (3) into the outer small holes on the Desk Bottom Panel (Q).

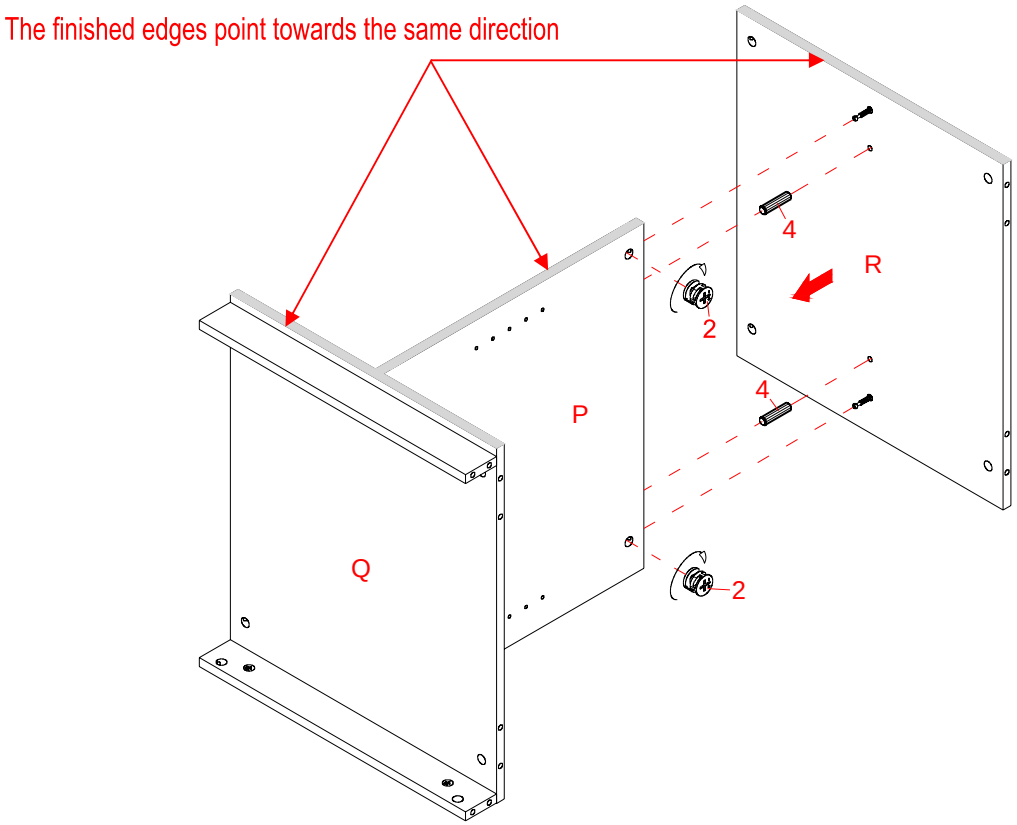


17. Align and attach the Desk Small Partition Panel (P) to the Bottom Panel (Q) using two Wood Dowels (4) and two Large Cam Locks (2). Make sure that the finished edges point towards the same direction and the Cam Locks (2) will face the right side when the desk is turned upright. As shown.

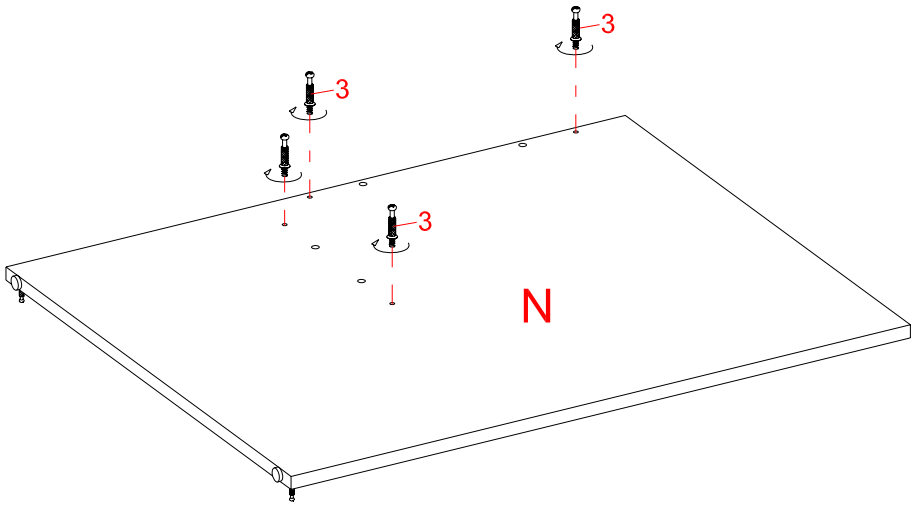


Desk Assembling

18. Align and attach the Desk Large Fixed Shelf (R) to the Desk Small Partition Panel (P) using two Wood Dowels (4) and two Large Cam Locks (2). Make sure that the finished edges point towards the same direction. As shown.

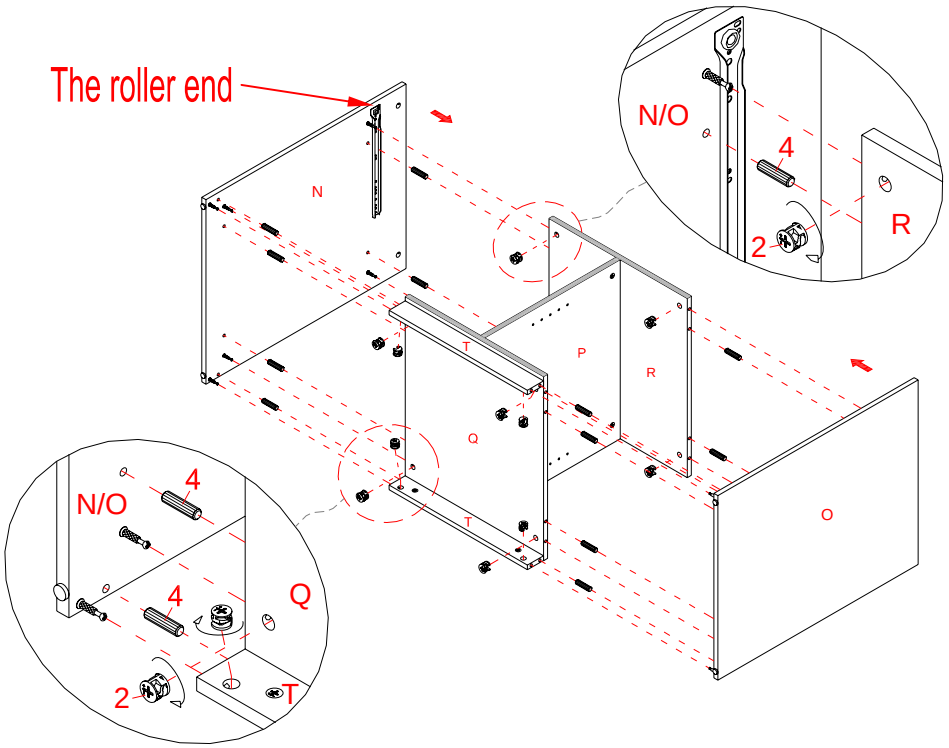


19. Securely screw four Cam Bolts (3) into the designate small holes on the other side of Desk Large Partition Panel (N), as shown.

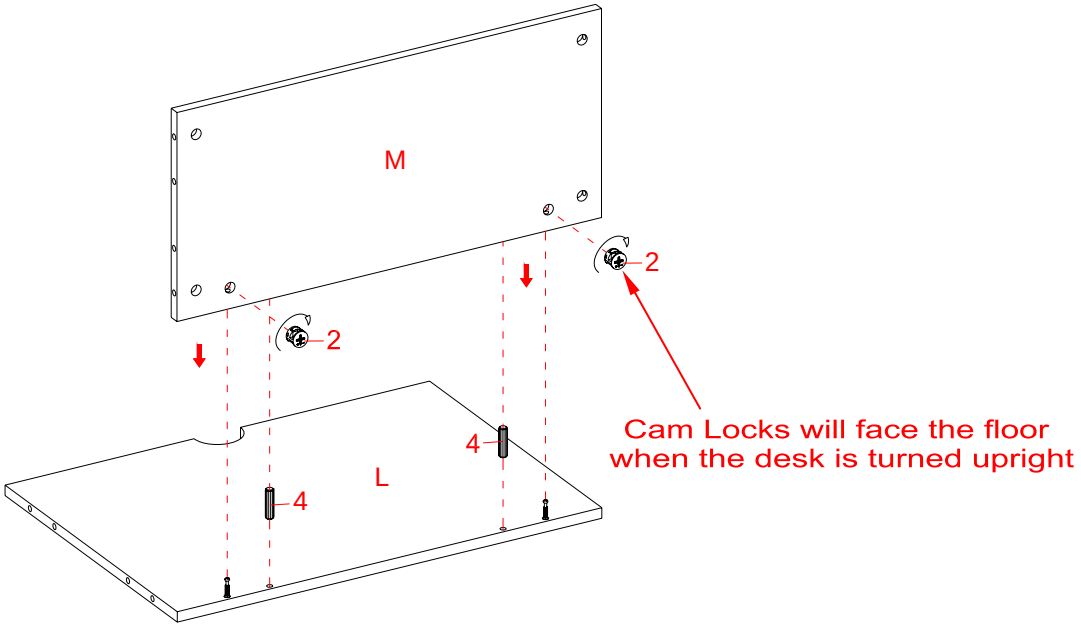


Desk Assembling

20. Align and attach last assembly between the Desk Large Partition Panel (N) and the Desk Right Panel (O) by using 12 Wood Dowels (4) and 6 Large Cam Locks (2). As shown below. Ensure the roller end of Slide Track faces forward.

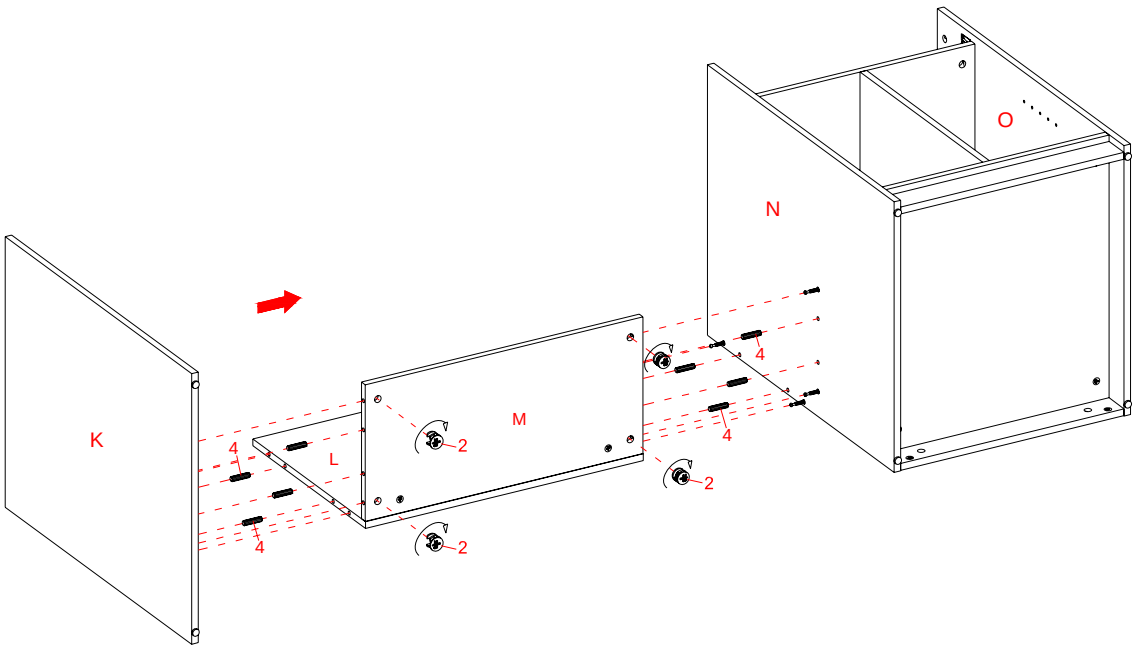


21. Fasten the Desk Small Fixed Shelf (M) to the Desk Modesty Panel (L) using two Wood Dowels (4) and two Large Cam Locks (2). Make sure that the Cam Locks (2) will face the floor when the desk is turned upright.

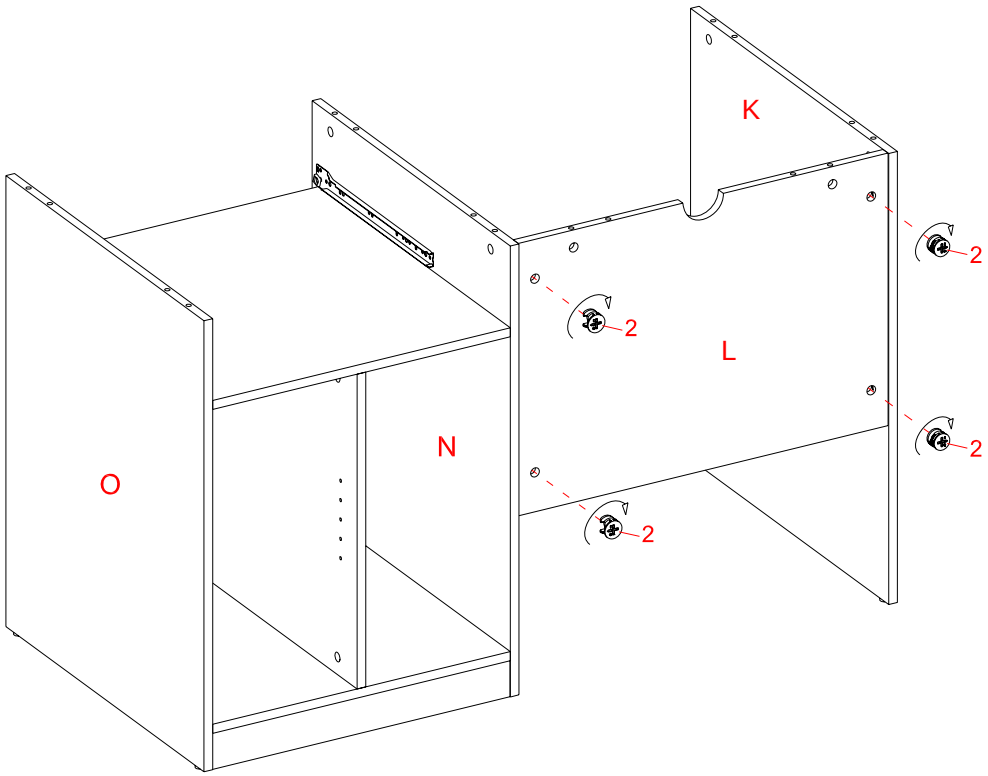


Desk Assembling

22. Insert eight Wood Dowels (4) into the inner end holes of last assembly at both ends and attach them between the Desk Left Side Panel (K) and the Desk Large Partition Panel (N). Fasten the Desk Small Fixed Shelf (M) in place by engaging 4 Large Cam Locks (2). As shown below.

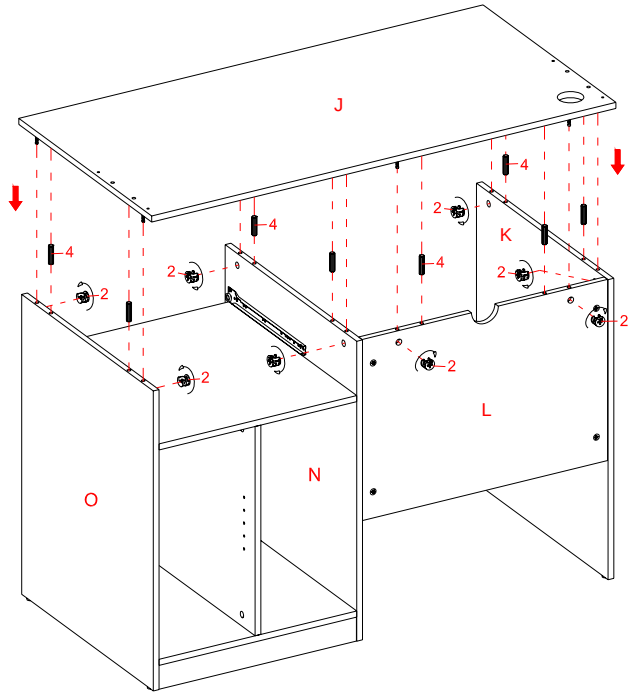


23. Stand the assembled unit upright. Secure the Desk Modesty Panel (L) in place by engaging four Large Cam Locks (2).



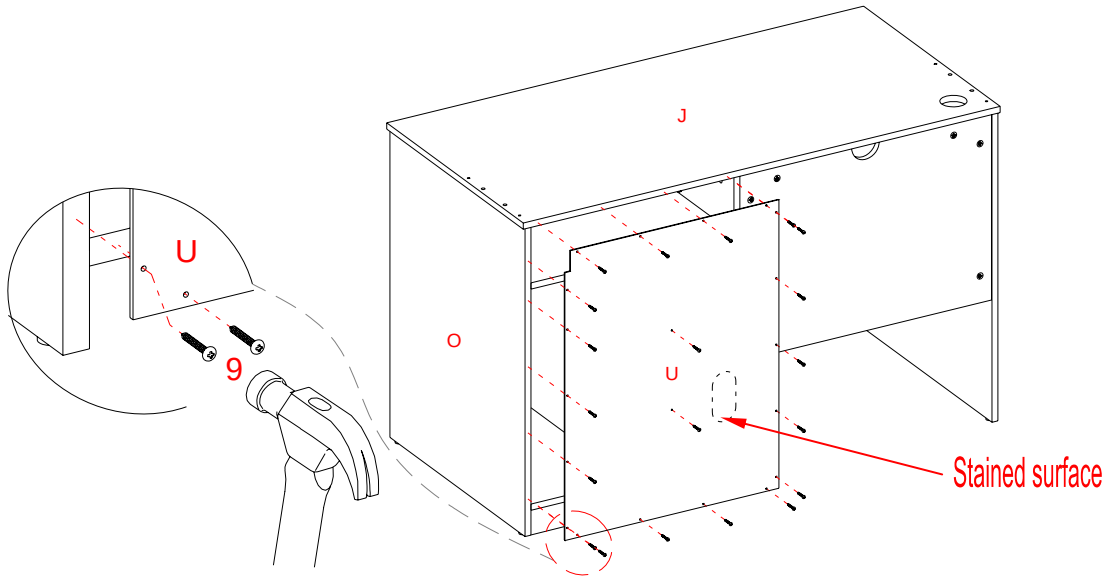
Desk Assembling

24. Insert eight Wood Dowels (4) into the top inner holes of the assembled unit. DO NOT put dowels into the Cam Bolt holes. Position the Desk Top (J) onto the inserted Wood Dowels (4) and attach it in place by engaging eight Large Cam Locks (2).



25. Now, go back and tighten all Cam Locks and Screws. Make sure that all the parts are tight and there are no gaps between the pieces. This will help keep the unit square.

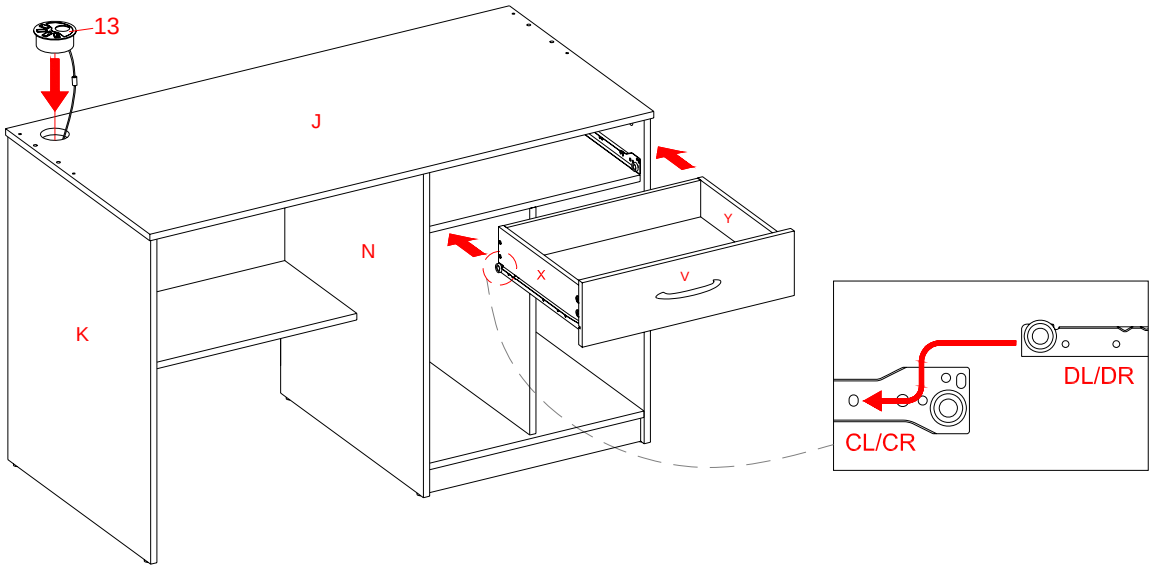
26. Align and attach the Desk Back Panel (U) onto the assembled unit with the stained surface facing backward. Make sure that the margins along all edges of Back Panel are equal. Gently hammer the 3/4" Ring Shank Nails (9) through the pre-drilled holes on the Back Panels.
NOTE: We recommend attaching back panel with the Ring Shank Nails at the corners first.



Desk Assembling

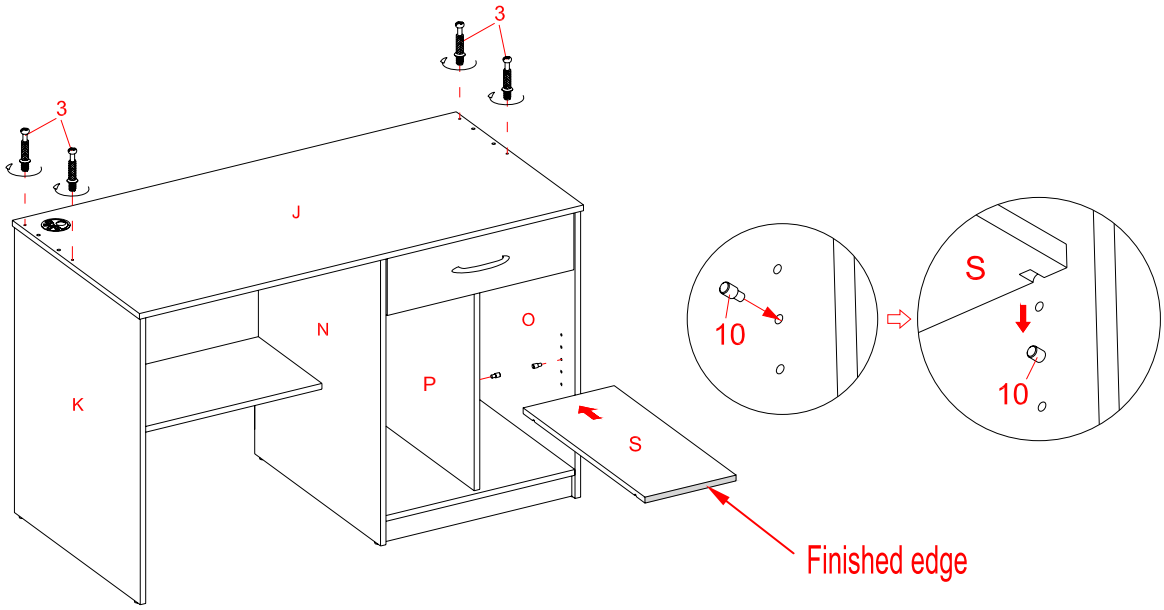
27. Feed the cable of the USB Hub (13) through the large hole on Desk Top (J) and push the hub over the top hole.

28. To insert the assembled drawer into place, tip the front of drawer down and drop the rollers of the drawer Slide Runners behind the rollers of Slide Tracks on the unit. Lift the front of the drawer up and slide it into the unit.



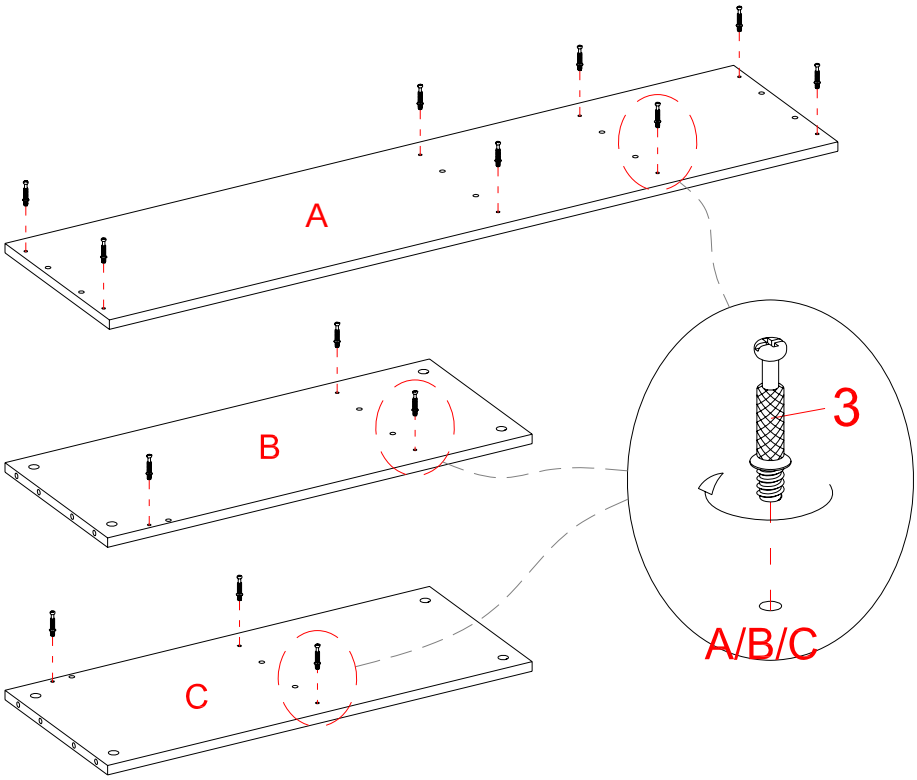
29. Securely screw four Cam Bolts (3) into the designated small holes on the Desk Top (J), as shown.

30. Insert the Shelf Pins (10) into the desired holes on the Desk Right Panel (O) and the Small Partition Panel (P). Make sure you place the four Shelf Pins in the same level so the shelf is not tilted. Put the Adjustable Shelf (S) onto the Shelf Pins (10) with the finished edge facing forward. Make sure that the end notches of the shelf fit onto the Shelf Pins properly. As shown.

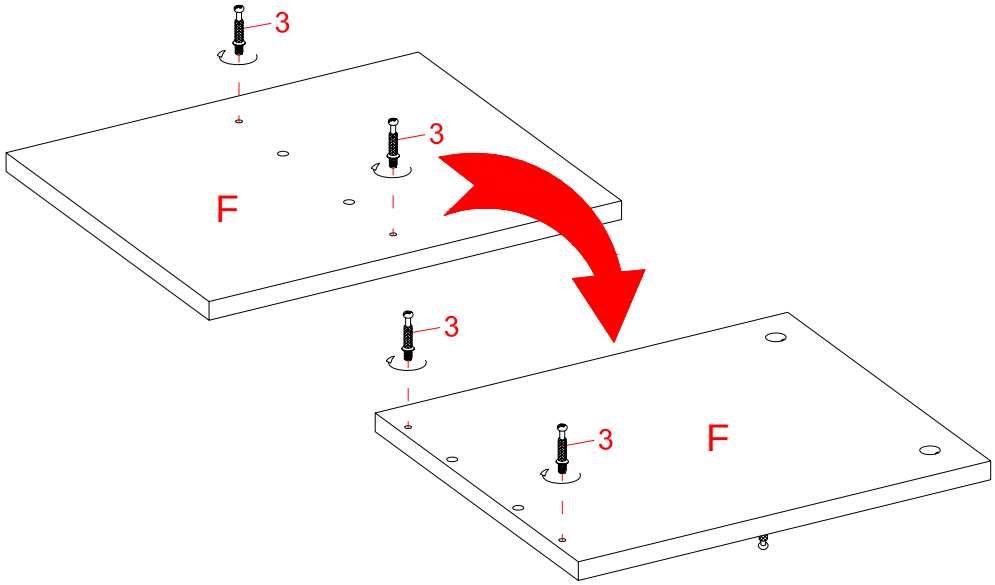


Hutch Assembling

31. Place Hutch Top Panel (A), Hutch Side Panels (B and C) on a level and protective surface with the holes facing up. Securely screw the Cam Bolts (3) into the designated small holes, as shown.

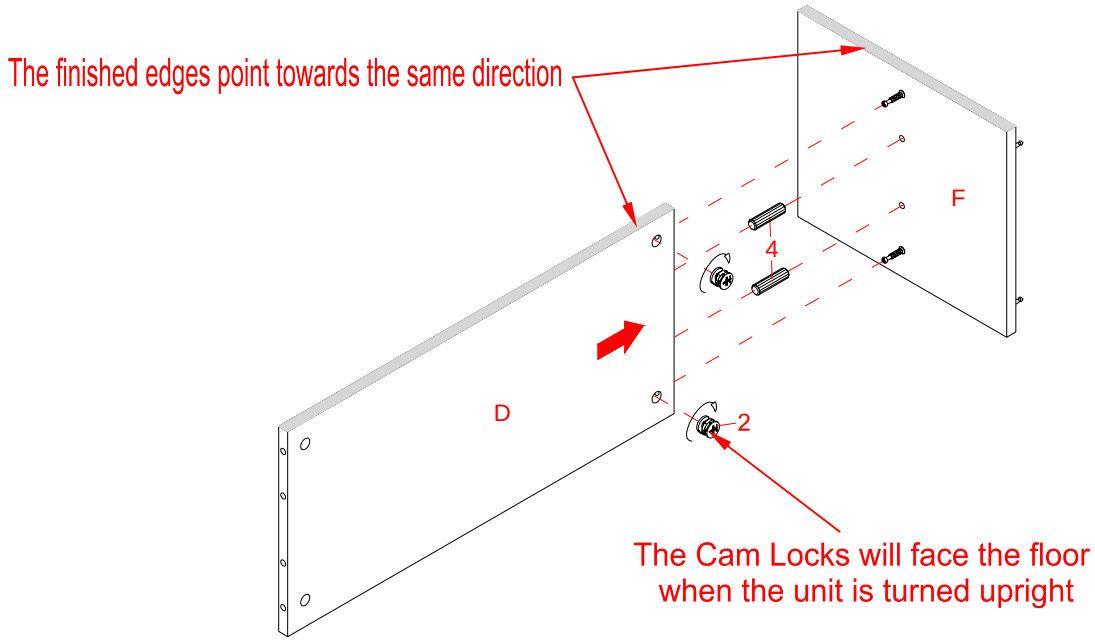


32. Locate the Hutch Large Partition Panel (F) and securely screw four Cam Bolts (3) into the designated small holes at both sides, as shown in the illustration.

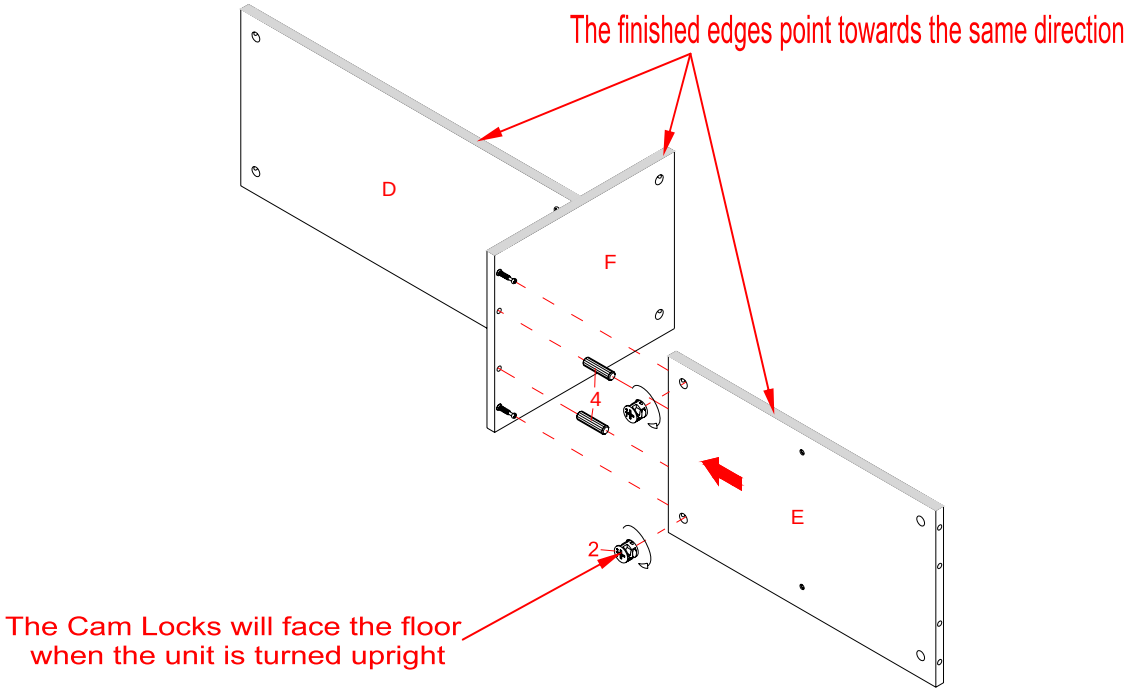


Hutch Assembling

33. Fasten the Hutch Large Fixed Shelf (D) to the Hutch Large Partition (F) using two Wood Dowels (4) and two Large Cam Locks (2). Make sure that the finished edges point towards the same direction and the Cam Locks (2) will face the floor when the unit is turned upright. As shown.

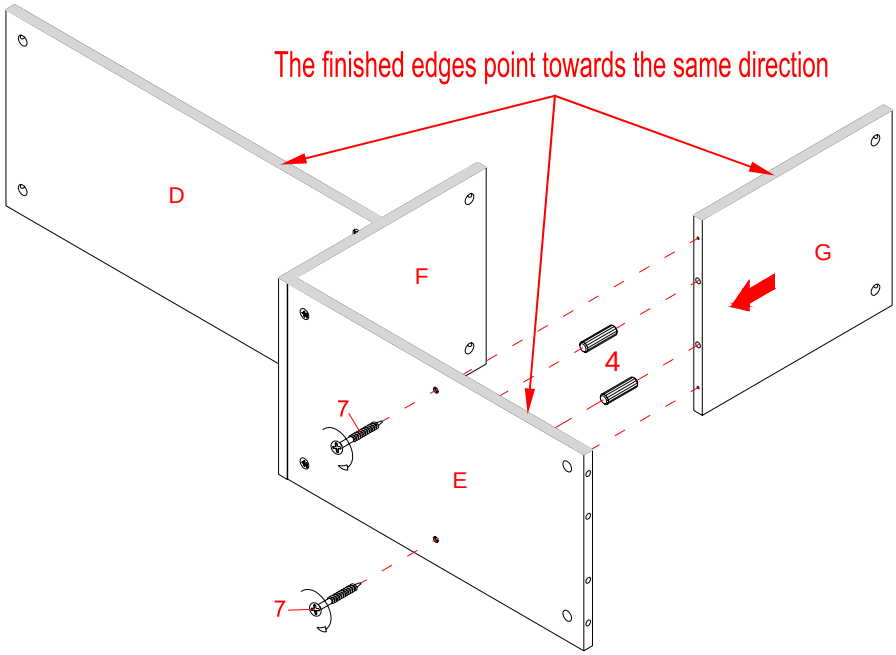


34. Align and attach the Hutch Small Fixed Shelf (E) to the Hutch Large Partition Panel (F) using two Wood Dowels (4) and two Large Cam Locks (2). As shown. Make sure that the finished edges on the Right Fixed Shelf and the Left Partition (E and F) point towards the same direction and the Cam Locks (2) will face the floor when the unit is turned upright.



Hutch Assembling

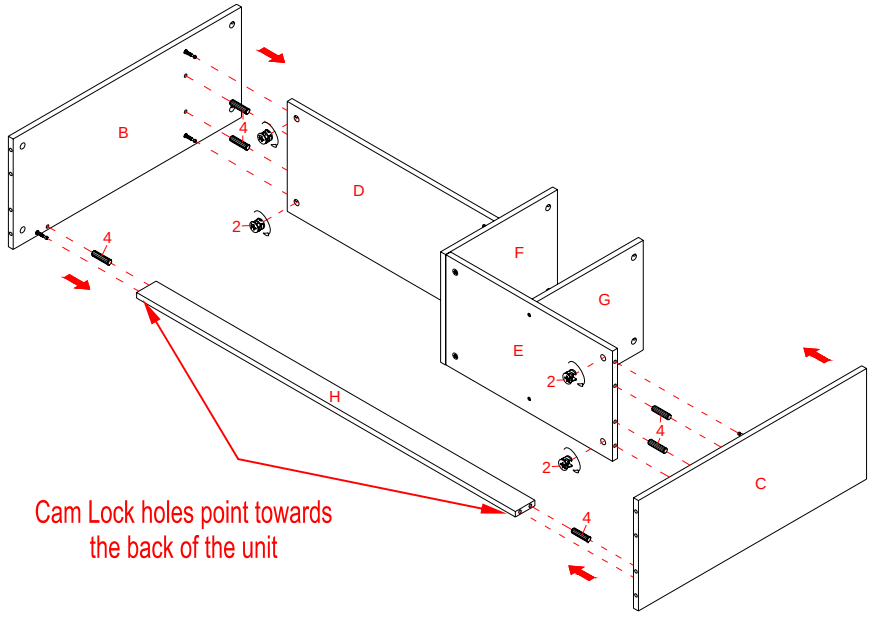
35. Insert two Wood Dowels (4) into the inner end holes on the bottom edge of Hutch Small Partition Panel (G) and attach it to the Hutch Small Fixed Shelf (E) using two 1-1/2" Screws (7). Make sure that the finished edges point towards the same direction. As shown.



36. Insert 2 Wood Dowels (4) into the inner end holes of the Hutch Large Fixed Shelf (D). Align and attach Hutch Left Side Panel (B) to the Fixed Shelf (D) by engaging two Large Cam Locks (2). As shown.

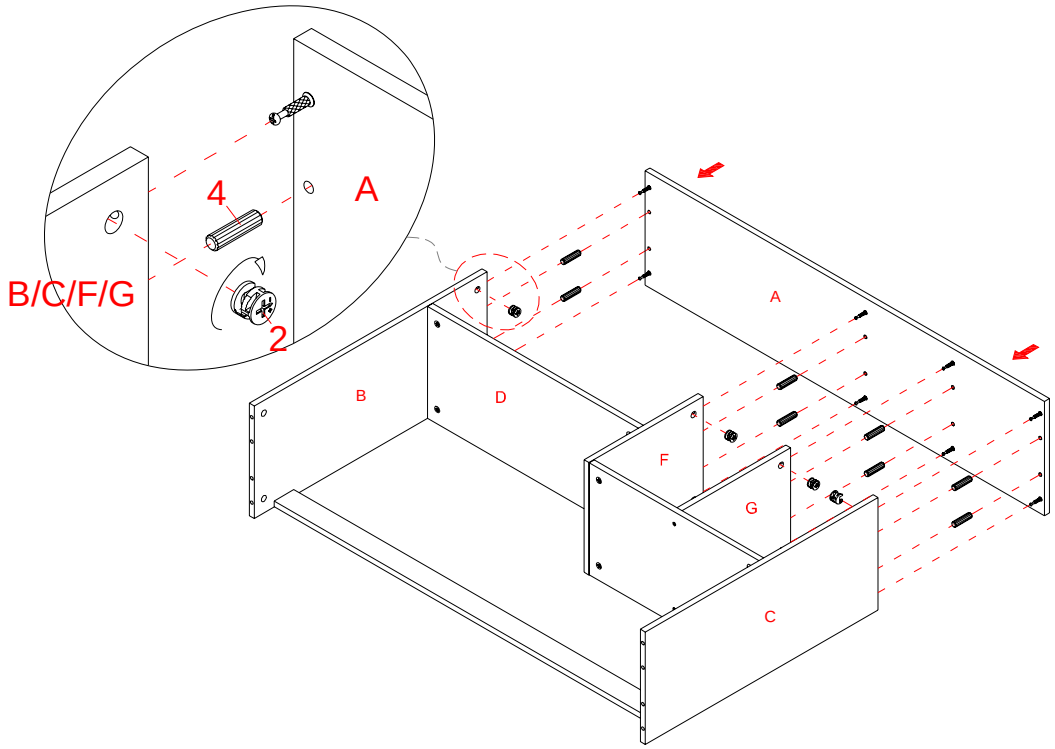
37. Fasten the Hutch Back Stretcher (H) to the Left Side Panel (B) using one Wood Dowel (4). Ensure the Cam Lock holes will point towards the back of the unit.

38. Repeat the same procedure to attach Hutch Right Side Panel (C) to the Hutch Small Fixed Shelf (E) and the Back Stretcher (H).



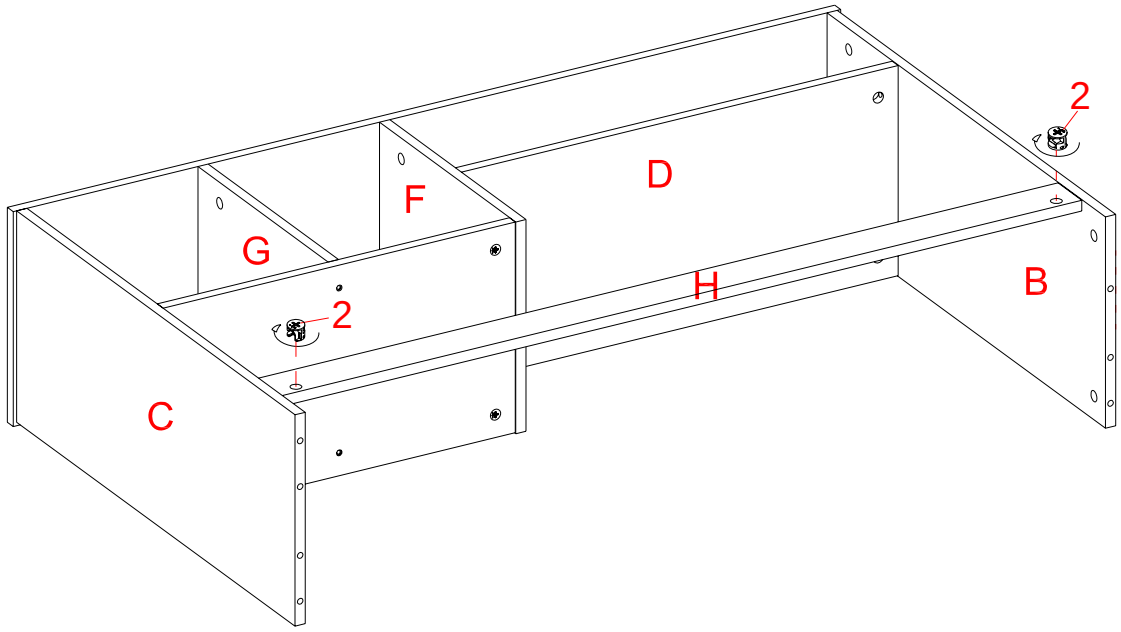
Hutch Assembling

39. Insert eight Wood Dowels (4) into the top inner holes of the assembled unit. Position the Hutch Top Panel (A) onto the inserted Wood Dowels (4) making sure the back edges are flush with each and attach it in place by engaging eight Large Cam Locks (2).



40. Flip the assembled hutch frame around at its front edges.

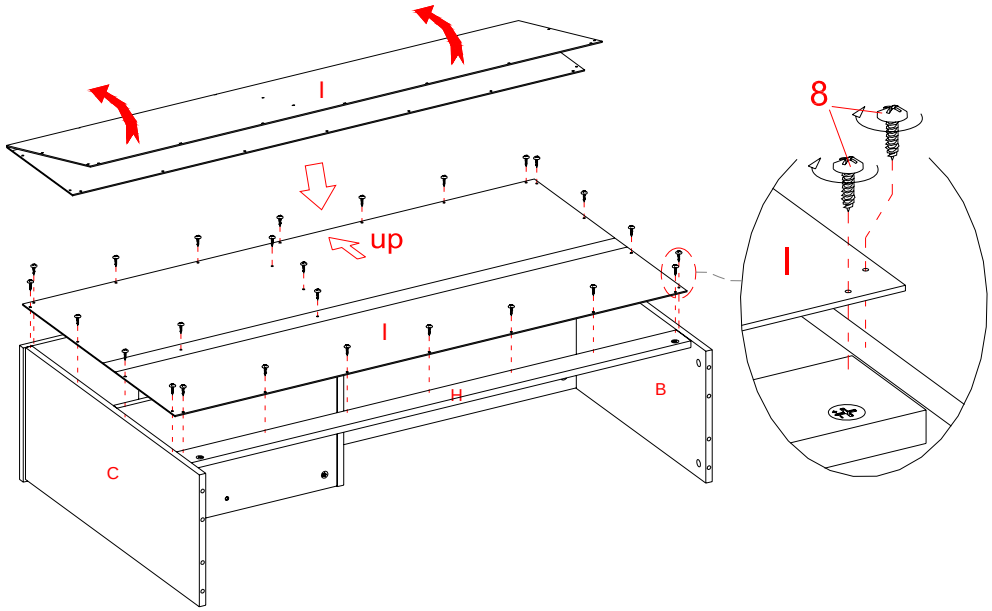
41. Fasten the Hutch Back Stretcher (H) to the Hutch Side Panels (B and C) with two Large Cam Locks (2).



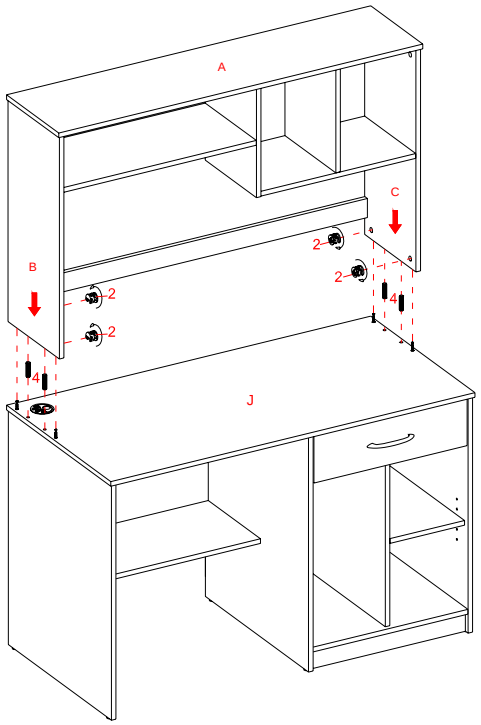
Assembly Instructions

42. Now, go back and tighten all Cam Locks and Screws. Make sure that all the parts are tight and there are no gaps between the pieces. This will help keep the unit square.

43. Unfold the Hutch Back Panel (I) and lay it to the back edges of the assembled unit. Make sure that the overlaps on the panels are even all the way around. Secure the Back Panel (I) in place using the 5/8" Screws (8). We recommend attaching the back panel with the screws at the corners first.



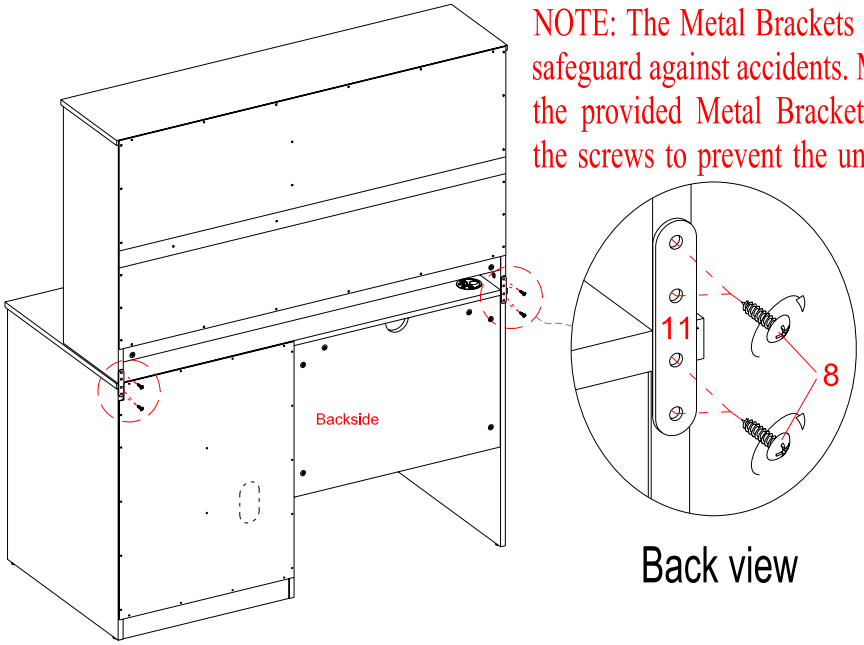
44. Insert four Wood Dowels (4) into the top holes of the Desk Top (J). Ask for assistance to position the assembled hutch onto the inserted Wood Dowels (4) and attach it in place by engaging four Large Cam Locks (2). As shown.



Assembly Instructions

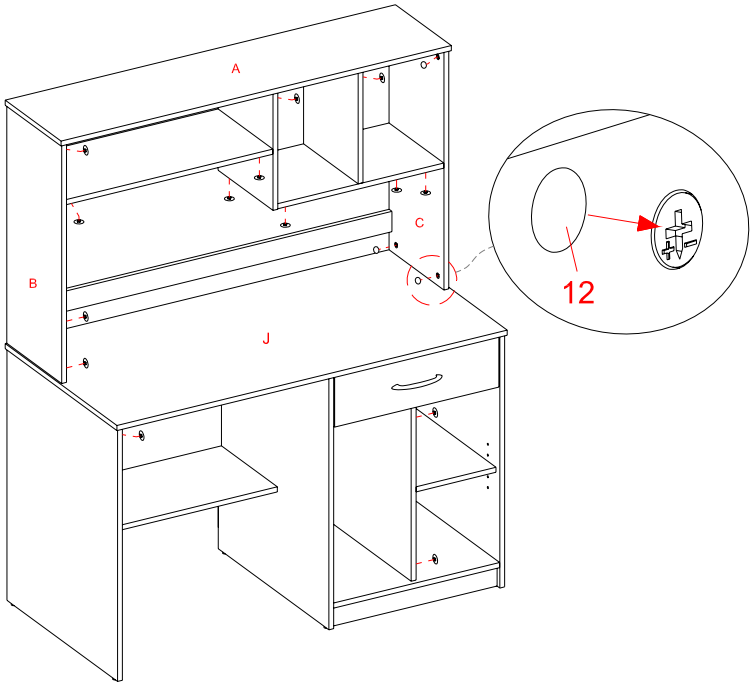
45. Using the Metal Bracket (11) as a template, mark the mounting hole locations at the back side of the Desk and Hutch Side Panels, as shown in the illustration below. With an electric drill and 1/16” drill bit (not included), carefully drill into the marked location about 1/2” deep. Make sure that you will not crack the side edges.

46. To secure the hutch in place, attach the Metal Brackets (11) over the drilled holes using the provided 5/8” Screws (8). Tighten all the screws with a Phillips screwdriver.



NOTE: The Metal Brackets provide an important safeguard against accidents. Make sure you attach the provided Metal Brackets to the units with the screws to prevent the units from falling over.

47. Plug the Cam Lock Covers (12) onto the visible Cams Locks on the Panels to conceal the Cam Locks.

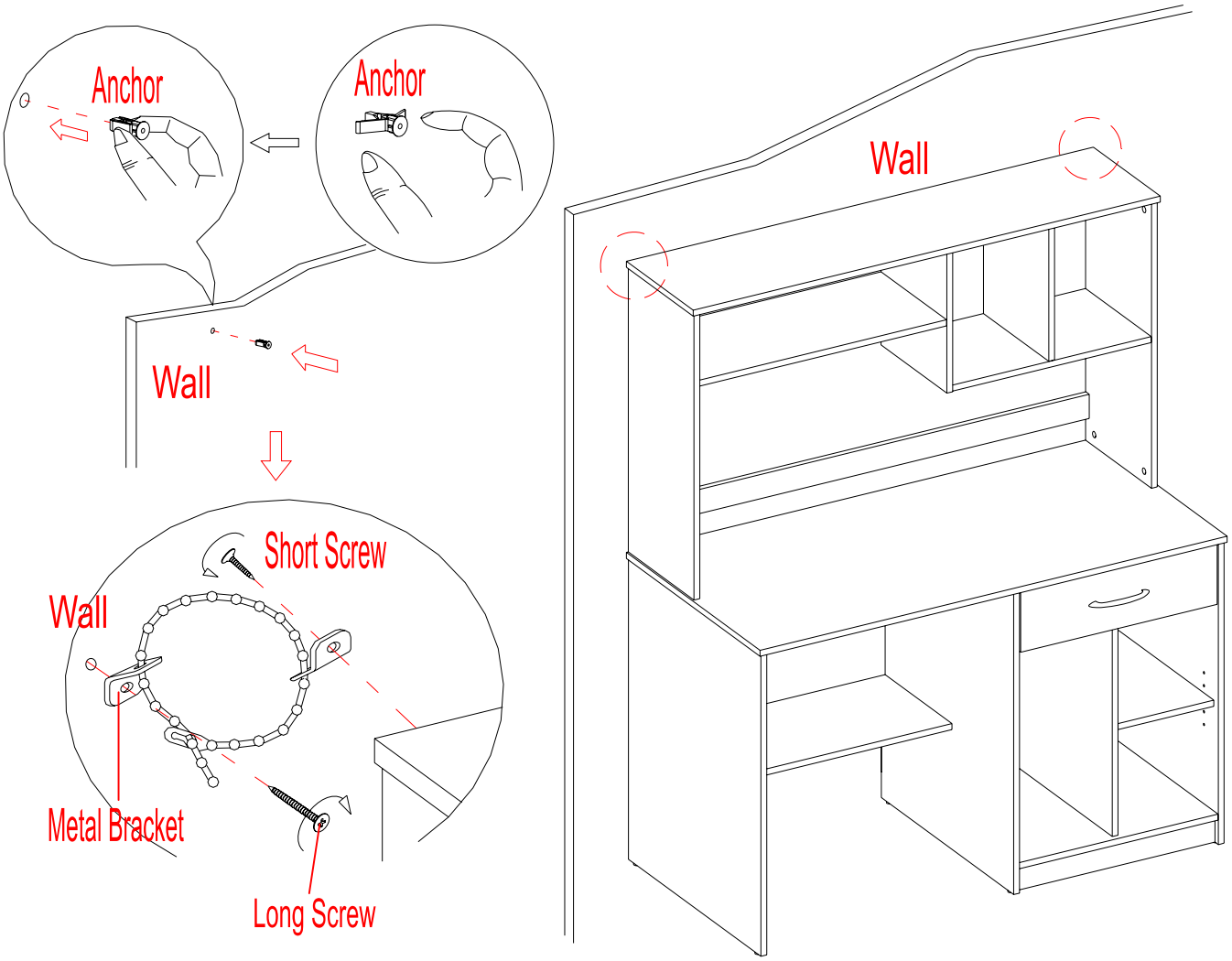


Assembly Instructions

48. Ask for assistance to position the assembled unit at the desired location against a wall.

49. Now, follow the instructions printed on the plastic bag containing the Tipping Restraint Hardware to attach two tipping restraints to the unit and the wall. As shown in the illustration.

***NOTE*: Young children can be seriously injured by tipping furniture. You must install the Tipping Restraint Hardware with the unit to prevent the unit from tipping, causing any accidents or damage. The tipping restraints are intended only as a deterrent, they are not a substitute for proper adult supervision. The tipping restraints are not earthquake restraints. If you wish to add the extra security of earthquake restraints, they must be purchased and installed separately.**



Tools required: Phillips screwdriver, Power Drill, 3/8” Drill Bit and Rubber Mallet.

Care and Maintenance

- Use a soft, clean cloth that will not scratch the surface when dusting.
- Use of furniture polish is not necessary. Should you choose to use polish, test first in an inconspicuous area.
- Using solvents of any kind on your furniture may damage your furniture's finish.
- Never use water to clean your furniture as it may cause damage to the finish.
- Always use coasters under beverage glasses and flowerpots.
- Liquid spills should be removed immediately. Using a soft clean cloth, blot the spill gently. Avoid rubbing.
- Always use protective pads under hot dishes and plates. Heat can cause chemical changes that may create spotting within the furniture finish.
- Stains or marks from crayons or ink markers will be difficult to remove.
- In the event that your furniture is stained or otherwise damaged during use, we recommend that you call a professional to repair your furniture.
- Check bolts/screws periodically and tighten them if necessary.

Further advice about wood furniture care

It is best to keep your furniture in a climate-controlled environment. Extreme temperature and humidity changes can cause fading, warping, shrinking and splitting of wood. It is advised to keep furniture away from direct sunlight as sun may damage the finish.

Proper care and cleaning at home will extend the life of your purchase. Following these important and helpful tips will enhance your furniture as it ages.

A Touch-up Pen has been provided to repair any small nicks or scratches that may occur during assembly or shipping.

We hope you enjoy your purchase for many years.
Thank you for your purchase!

QUALITY GUARANTEE

We are confident that you will be delighted with your Whalen Furniture purchase.

Should this product be defective in workmanship or materials or fail under normal use, we will repair or replace it for up to one (1) year from date of purchase. Every Whalen Furniture product is designed to meet your highest expectations. We guarantee that you will immediately see the value of our fine furniture.

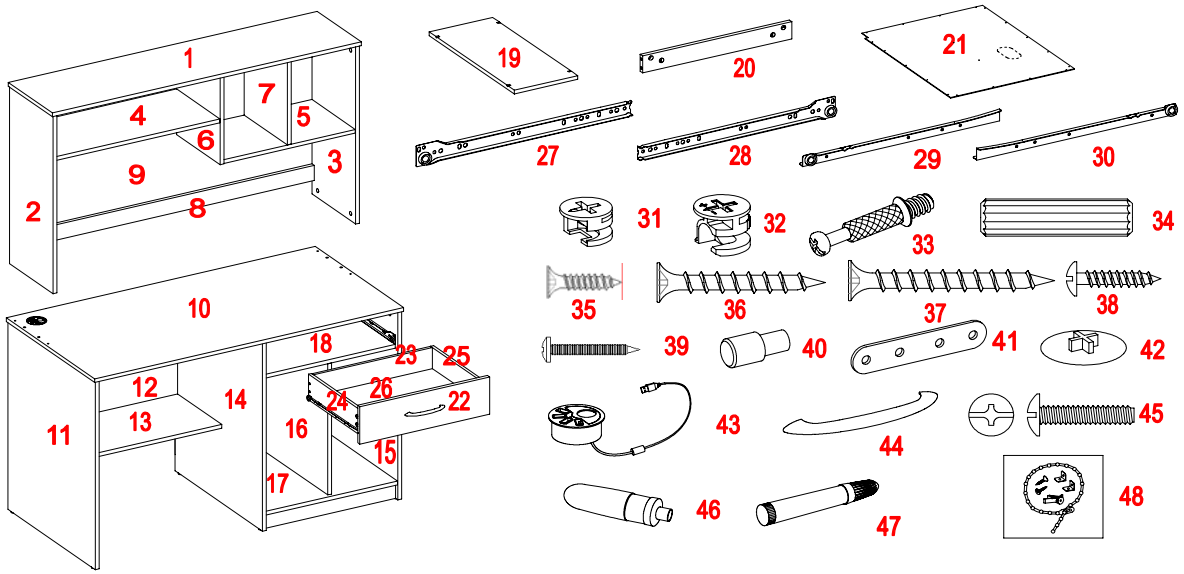
This warranty gives you specific legal rights and you may also have other rights which vary from province to province (state to state).

Customer Service: 1-866-942-5362
8:30 a.m. - 4:30 p.m. PST, Monday to Friday

www.whalenfurniture.com

IF YOU NEED TO ORDER ANY REPLACEMENT PARTS, PLEASE USE THE LIST BELOW

Brooklyn Work Center (SPCA-BWC)



*SPCA-BWC-1-HTP	Hutch Top Panel
*SPCA-BWC-2-HLSP	Hutch Left Side Panel
*SPCA-BWC-3-HRSP	Hutch Right Side Panel
*SPCA-BWC-4-HLFS	Hutch Large Fixed Shelf
*SPCA-BWC-5-HSFS	Hutch Small Fixed Shelf
*SPCA-BWC-6-HLPP	Hutch Large Partition Panel
*SPCA-BWC-7-HSPP	Hutch Small Partition Panel
*SPCA-BWC-8-HBS	Hutch Back Stretcher
*SPCA-BWC-9-HBP	Hutch Back Panel
*SPCA-BWC-10-DP	Desk Top
*SPCA-BWC-11-DLSP	Desk Left Side Panel
*SPCA-BWC-12-DMP	Desk Modesty Panel
*SPCA-BWC-13-DSFS	Desk Small Fixed Shelf
*SPCA-BWC-14-DLPP	Desk Large Partition Panel
*SPCA-BWC-15-DRSP	Desk Right Side Panel
*SPCA-BWC-16-DSPP	Desk Small Partition Panel
*SPCA-BWC-17-DBP	Desk Bottom Panel
*SPCA-BWC-18-DLFS	Desk Large Fixed Shelf
*SPCA-BWC-19-AS	Adjustable Shelf
*SPCA-BWC-20-DBS	Desk Bottom Stretcher
*SPCA-BWC-21-DBP	Desk Back Panel
*SPCA-BWC-22-UDF	Utility Drawer Front
*SPCA-BWC-23-UDBP	Utility Drawer Back Panel
*SPCA-BWC-24-UDLS	Utility Drawer Left Side
*SPCA-BWC-25-UDRS	Utility Drawer Right Side
*SPCA-BWC-26-UDBP	Utility Drawer Bottom Panel
*SPCA-BWC-27-LST	Left Slide Track
*SPCA-BWC-28-RST	Right Slide Track
*SPCA-BWC-29-LSR	Left Slide Runner
*SPCA-BWC-30-RSR	Right Slide Runner
*SPCA-BWC-31-SCL	Small Cam Lock
*SPCA-BWC-32-LCL	Large Cam Lock
*SPCA-BWC-33-CB	Cam Bolt
*SPCA-BWC-34-WD	M8 x 30 mm Wood Dowel
*SPCA-BWC-35-1/2S	#6 x 1/2” Screw
*SPCA-BWC-36-1 1/4S	#8 x 1-1/4” Screw
*SPCA-BWC-37-1 1/2S	#8 x 1-1/2” Screw
*SPCA-BWC-38-5/8S	#6 x 5/8” Screw
*SPCA-BWC-39-3/4RSN	3/4” Ring Shank Nail
*SPCA-BWC-40-SP	Shelf Pin
*SPCA-BWC-41-MB	Metal Bracket
*SPCA-BWC-42-CLC	Cam Lock Cover
*SPCA-BWC-43-USBH	USB Hub
*SPCA-BWC-44-H	Handle
*SPCA-BWC-45-HB	Handle Bolt
*SPCA-BWC-46-G	Glue
*SPCA-BWC-47-TUP	Touch-up Pen
*SPCA-BWC-48-TRHK	Tipping Restraint Hardware Kit
*SPCA-BWC-CH	Complete Hardware